

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>GIS Analyst / Engineering Associate</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Public Works Director</b>	<b>EXEMPT:</b> Yes
<b>SALARY RANGE:</b> \$80,938 - \$113,314 / Annual		

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**SUMMARY**

Responsible for developing, coordinating, implementing, updating and maintaining the City's GIS database systems as well as the coordination of various mapping, technical and administrative activities related to the engineering and project coordination tasks on City street, utility, and building projects, as well as City service contracts, with minimal supervision. Also responsible for providing GIS assistance and mapping to other City departments. Also assists with issues related to Public Works as they pertain to private development projects.

**SUPERVISORY RESPONSIBILITIES**

None.

**EXAMPLES OF DUTIES**

- Develops and maintains databases containing geographical and engineering data, such as streets, utilities, traffic devices and equipment.
- Performs and or coordinates field work to acquire necessary data for development of various GIS layers or attributes. Records GPS data in the field and generates CAD and GIS drawings from the data collected.
- Inputs, updates, and maintains GIS databases, layers, and linkages to various databases in order to record the City's physical attributes and develops computer aided design (CAD) and GIS databases.
- Prepares detailed maps using GIS and CAD software; inputs and reviews GIS and GPS data for completeness and accuracy.
- Train, instruct, and provide technical assistance to other users of the GIS software applications, data acquisition equipment and various computer hardware and software applications.
- Coordinates with IT director regarding maintenance of hardware and software related to GIS.
- Designs, builds, and maintains GIS applications including database design, data maintenance, and research and mapping analysis.
- Prepares and manipulates maps and databases using various plans, blueprints, GPS systems, CAD programs, maps, and survey equipment.
- Provides GIS support to all City departments and divisions, including maps and other exhibits.

- Provides support for other computer modeling systems and applications
- Administer City design and construction contracts for various service and construction activities.
- Review/negotiate contractor change orders, pay requests, and invoices.
- Schedule/attend regular project meetings for status and/or review of project issues.
- Coordinate with City consultants regarding design issues and/or plan revisions.
- Review project plans and specifications for conformance to City ordinances and accepted engineering fundamentals.
- Coordinate with all utility companies, state agencies, federal agencies, and other City staff, as applicable, on project design and construction issues.
- Respond effectively to inquiries from contractors, engineers, architects, residents, and property owners regarding project design and construction issues.
- Track and log all project costs, change orders, work schedules, and contractor payments.
- Report regularly to Public Works Director regarding project status, design, and construction issues.
- Review submittals for Right-of-Way and Street Cut permits, and other permits for conformance to City ordinances, and make approvals of same.
- Write reports on project status and memos to City Council.
- Observe projects and public improvements for conformance to plans, specifications, and City ordinances.
- Initiate surveys and design meetings for new project concepts.
- Develop cost estimates and work schedules for Public Works projects.
- Prepare request for proposals and bid documents for Public Works projects.
- Compiles information regarding ownership of property easements and right of way.
- Expected to use judgment and initiative in developing work methods.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and experience:**

- Associates degree or equivalent with emphasis in CAD/GIS/GPS technology
- Three years of experience in civil engineering technology and GIS in a municipal setting using the ESRI ArcGIS software.
- Additional appropriate education or experience may be substituted for some of the education or experience requirements.

**License or Certificate:**

- Valid Colorado Driver's License with good driving record.

**Knowledge of:**

- G.I.S. and GPS including ESRI ArcGIS software and Trimble hand held data acquisition systems and ability to input, modify and manipulate data within the system
- City ordinances and specifications relating to Public Works services and construction.
- Materials, methods, fundamentals of engineering, and equipment used in capital project construction work and other service contracts.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Accepted engineering fundamentals, practice, observation, and documentation techniques.
- Methods and procedures of estimating cost of projects and construction work.

**Ability to:**

- Modify, update and manipulate data in the G.I.S. system and applications, including various water and traffic modeling applications
- Be pro-active in problem solving and pre-planning.
- Maintain accurate and up to date records.
- Read and interpret plans, diagrams, specifications, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Observe work to determine compliance with specifications and standard practices.
- Respond tactfully and courteously to public inquiries and complaints.
- Adhere to project schedules and budgets.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work independently in the absence of supervision.
- Present projects and interact with City Council, casino representatives, and citizens at public meetings.
- Use word processing, spreadsheet, scheduling, GIS, GPS and CAD hardware and software.
- Establish and maintain effective working relationships with consultants, contractors, developers, employees, citizens, and other persons contacted in the course of work.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, talk or hear, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, and maneuver steep slopes and rough undeveloped terrain. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is exposed to the use of a computer monitor for extended periods of time.

## COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

**I have read and fully understand the job duties of the job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_